

# Claim Corrections

A claim that is resubmitted by a sponsor after CNFS returned it for corrections is called a *corrected claim*. A corrected claim is also a claim produced when CNFS advises the sponsor's representative by telephone that a claim must be corrected before it can be processed.

## **Corrected claims should not be confused with adjusted claims.**

A claim will be returned for a correction if it is not properly completed. A claim will be returned for a correction if it contains the following errors:

- Sites reported exceed approved sites.
- Data are missing.
- Average daily participation exceeds enrollment.
- Summations do not equal total.

A correction letter will be sent along with the returned claim outlining the errors and instructions for resubmitting the claim.

When correcting a claim to be resubmitted to CNFS, a sponsor's claim preparer should take the following steps.

1. Write "correction" on the top of the claim.
2. Fill out the claim completely. No data may be missing.
3. Provide an original signature and date on the claim.

*Note:* Corrections to a claim cannot be made by CNFS staff by way of a telephone conversation. All claim corrections must be made by submitting an original signed corrected claim.

If a correction to a sponsor's claim is required, payment will be delayed by at least three weeks. If a valid correction is not received from the sponsor by the requested date, the claim will not be paid.